

# **Nevada Housing Division**

## **TC Application Submission Instructions**

### **Electronic Submission**

The electronic submission should be in the form of a CD. The electronic submission should accompany the hard copy and must be submitted to the Division's Las Vegas or Carson City offices and be received by 5:00 pm (Pacific Time) on Friday May 5, 2017

Please provide two copies of the CD. Each CD should each be labeled with the Owner/ Developer Name, Project Name and Application Year.

There should be individual electronic folders saved on each of the two CDs and should include the following and be in the format prescribed below:

#### **Folder** titled "Application"

- The Excel file titled "Application" should be submitted as a working (active) Microsoft Excel workbook

#### **Folder** titled "Required Document checklist"

- In the Excel file titled "Exhibits & Checklists" the Required Document checklist needs to be completed and converted to PDF

##### **Subfolder** titled "Required documents"

- Each document required under the Required Document checklist has to be in PDF and individually named

#### **Folder** titled "Additional Information checklist"

- In the Excel file titled "Exhibits & Checklists" the Additional Information Checklist needs to be completed and converted to PDF

##### **Subfolder** titled "Additional information documents"

- Each document required under the Additional information checklist has to be in PDF and individually named

#### **Folder** titled "Preference Points checklist"

- In the Excel file titled "Exhibits & Checklists" the Preference Points checklist needs to be completed and converted to PDF

##### **Subfolder** titled "Preference Points documents"

- Each document required under the Preference Points checklist has to be in PDF and individually named

**Hard Copy Submission**

The hard copy submission should accompany the electronic submission and must be submitted to the Division's Las Vegas or Carson City offices and be received by 5:00 pm (Pacific Time) on Friday May 5, 2017. The Hard copy submission must be made in a three ring binder(s) and include a table of contents as prescribed below:

**TABLE OF CONTENTS****APPLICATION (EXCEL FILE)****TAB 1****SEPARATE EACH SUB-SECTION WITH A DIVIDER PAGE INDICATING THE SUBSECTION**

1. PROJECT INFORMATION
2. SELF-SCORING
3. APPLICABLE FRACTION
4. UTILITIES
5. UNIT DISTRIBUTION & RENTS
6. FINANCING
7. SYNDICATION
8. SET-ASIDE ELECTION
9. SOURCES OF FUNDS
10. USES OF FUNDS
11. OPERATING INCOME AND EXPENSES
12. PRO FORMA –PLEASE PRINT ON ONE PAGE (PLEASE USE 8.5 X 14 OR LARGER)
13. REPLACEMENT RESERVES
14. PROJECT AMENITIES
15. PROJECT SCHEDULE
16. MARKET
  - a. DEMOGRAPHICS
  - b. AREA FACILITIES
  - c. MARKET STUDY SUMMARY
17. COMPLIANCE
18. PROPERTY MANAGEMENT
19. ACQUISITION REHAB CONVERSION
20. MIXED-INCOME PROJECT ANALYSIS

**REQUIRED DOCUMENT CHECKLIST****FILE DIVIDER****TAB 1 TO TAB 27 (EACH TAB IS USED FOR EACH CHECKLIST ITEM)**

**ADDITIONAL INFORMATION CHECKLIST**

**FILE DIVIDER**

**TAB 1 TO TAB 4      (EACH TAB IS USED FOR EACH CHECKLIST ITEM)**

**PREFERENCE POINTS CHECKLIST**

**FILE DIVIDER**

**TAB 1 TO TAB 24      (EACH TAB IS USED FOR EACH CHECKLIST ITEM)**

For further questions on submissions contact Scott Hamlin, 702-486-7227 x224,  
shamlin@housing.nv.gov or Mark Licea, 702-486-7220 x226, mlicea@housing.nv.gov